

Bulletin to Property Owners – December 2021

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

2021 ANNUAL FILINGS:

Due December 31, 2021: Bedbug Filing: Property owners of multiple dwelling(s) are required to file the [Annual Bed Bug Report](#) with HPD. The filing period starts December 1st and ends December 31st. More information about Bedbug filing is available in the October 2021 [bulletin](#) or visit [HPD's webpage](#).

Due August 31, 2021: Property Registration: The annual registration deadline has passed but you can still start the registration process at HPD's [Property Registration Online System \(PROS\)](#). If you did not receive confirmation of your 2021-2022 Annual Property Registration, you can check [HPDONLINE](#) or your [PROS](#) account to verify whether you validly registered. For questions go to [HPD's webpage](#) or reach out to the Registration Assistance Unit via email (Register@hpd.nyc.gov) or telephone **(212-863-7000)**. *Please note that our offices are not currently open for walk-in registration assistance due to COVID-19.*

New!

Schedule an Appointment Online

You can now schedule an appointment online to speak with a Registration Unit representative about your property registration issues! Appointments are available through videoconference or telephone.

Services Available by Appointment

1. Assistance with completing Renewal Registration Form
2. Assistance to First-Time Registrants
3. Property Sold to New Owner
4. Responding to Registration Notice Received by HPD

[Schedule an Appointment](#)

2022 ANNUAL NOTICES: These annual notices are required to be delivered during January 2022.

- **January 1 – January 16 Annual Lead/Window Guard Notice:** The Annual Window Guard Notice is required in all rental buildings with 3 or more units regardless of the year the building was built. The Annual Lead Paint Notice is required in all rental buildings, even those that are 1-2 units, if the building was built prior to 1960 or if it was built between 1960-1978 and the owner

knows there is lead-based paint. Based on your building, you may meet the requirements with the following notices.

- A combined [Annual Lead/Window Guard Notice](#) in English and [Spanish](#)
- A singular [Annual Window Guard Notice](#) in English and [Spanish](#)
- A singular [Annual Lead Notice](#) in English and [Spanish](#)

Tenants are required to return these notices to you promptly by February 15 as instructed on the notices. We highly recommend you use our [SAMPLE Delivery of Annual Notice for Prevention of Lead-Based Paint Hazards – Inquiry Regarding Child - Summary Form](#) or a similar document to keep track of distributing the lead-based paint annual notice, in the event that your property’s lead-based paint records are audited by HPD.

- **Stove Knob Covers Notice:** Although this notice is not required to be provided in January, HPD highly recommends that you deliver the [Annual Notice Regarding Installation of Stove Knob Covers](#) to tenants with the above required notices. Don’t forget to keep records of your distribution of the notice and the availability of the covers.

2022 ANNUAL INSPECTIONS:

- **February 16 – March 1** If your tenants have not returned the Annual Lead Paint Notice (described above) by February 15, you are required to conduct an inspection to determine if a child under six resides in the home. (Reminder: “Resides” for lead-based paint means the child spends at least 10 hours a week in the home.) If you are not able gain access to the tenant’s dwelling to determine if a child under six resides in the home by March 1, the owner must provide a notice reporting this to the Department of Health and Mental Hygiene.
- For all of the rental units where you have determined a child under six resides, and the common areas of you must conduct a visual inspection for lead-based paint hazards. HPD highly recommends that whoever conducts this investigation take the [online visual assessment training](#) offered by the federal Department of Housing and Urban Development (HUD) to help the person know what to look for. We also recommend that results be maintained on the sample [Annual Visual Inspection for Lead-Based Paint Hazards - Summary Form](#) or a similar form to document the inspections, in the event that your property’s lead-based paint records are audited by HPD.
- HPD recommends that, where you are already conducting the visual inspection for lead-based paint hazards, you also conduct at this time the annual inspection required for **indoor allergen hazards** such as mice, cockroaches, rats and mold, although the indoor allergen inspection is not limited to dwelling units where a child under 6 resides. Records should also be kept of this inspection, and HPD has provided a [Sample Investigation Form](#) for this purpose or you can design your own to maintain the same information. You must conduct this indoor allergen inspection at least once within the calendar year.

ENFORCEMENT NEWS:

Department of Environmental Protection: As is described on the HPD Notice of Violation, class B and class C mold violations issued by HPD to buildings with more than 10 units are required to be corrected by a licensed mold assessor and remediator. On December 18, 2020, a rule promulgated by the Department of Environmental Protection (DEP) went into effect that allows summonses to be issued if

the owner fails to hire a licensed remediator. These companies are required to file a notice of their work with DEP. More information about the specifics of this new penalty schedule can be found at <https://rules.cityofnewyork.us/rule/32126/>. HPD refers violations to the DEP if work is found to be completed on these conditions in response to an HPD violation without the proper filings. If DEP also has no record of a filing by the appropriate contractors, DEP will issue violations to the property owner. These violations are returnable to the Office of Administrative Tribunals, and the penalties range from \$800 to \$2,400.

NEW YORK STATE EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP)

If any of your tenants applied for the New York State Emergency Rental Assistance Program (ERAP) please be sure to complete the landlord portion of the applications as soon as possible. ERAP can provide eligible low- to moderate-income households with up to 12 months of their back rent paid, three months of future rent if applicable, and qualified utility arrears. Landlords with a tenant or tenants who declined to apply for ERAP, or has vacated with arrears, can apply for the Landlord Rental Assistance Program. For more information about how to apply, and to find out if you qualify, visit otda.ny.gov/erap. There are helpful documents and videos on the [NYS ERAP website](#). There are also community-based organizations helping New Yorkers apply across the five boroughs, listed at nyc.gov/erap.

HOMEOWNER HELP DESK:

The [Homeowner Help Desk](#) is a partnership with the Center for NYC Neighborhoods, the NYS Attorney General's Office, and the NYC Department of Housing Preservation and Development, which launched in March 2021 and will run until March 2022. The Homeowner Help Desk seeks to address acute housing and displacement risk by connecting struggling homeowners with housing counseling, financial assistance, legal services, and by raising awareness about deed theft and scams. These issues disproportionately impact homeowners of color in the Help Desk's priority areas in Central Brooklyn, Southeast Queens, and the North Bronx.

UPCOMING TAX LIEN SALE:

The 2021 lien sale was held on December 17, 2021. If your property was included in the lien sale and you are unable to make payments, please contact the Homeowner Help Desk at 1-855-466-3456 or visit <https://homeownerhelpny.org/get-help> to learn more about completing a hardship declaration and to get support with any tax lien issue.

HPD SECTION 8 UPDATES:

- HPD will be issuing updated guidance on changes to COVID related policies, reaching out to participating owners, and updating HPD's Section 8 website with these changes.
- The Fair Market Rents for New York City were reduced and HPD is following up with HUD about them. HPD will continue to use 2021 payment standards and will update its website ([Section 8 -](#)

[HPD \(nyc.gov\)](https://www.nyc.gov/hpd) when the standards are changed. Please check the website for changes in the coming months.
